

JOB SEEKER

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MN STATE LICENSING: Family and Consumer Sciences (6-12) – Expected July, 2008

EDUCATION

University of Minnesota, College of Education and Human Development	Minneapolis, MN
Masters of Education: Family Education	In Progress
Bachelors of Science: Family Social Science	May 2007

TEACHING EXPERIENCE

Student Teacher, grades 9-12

August 2007 – May 2008

White Bear Lake High School North Campus

White Bear Lake, MN

- Taught a diverse group of learners, including a high percentage of learners with learning disabilities, emotional behavioral disability (EBD), attention deficit hyperactivity disorder (ADHD), and English language learners (ELL) learners
- Lead lessons in Foods I and Foods II, covering topics such as nutrition and global cuisine
- Adapted lesson plans, assignments, and assessments to fulfill individualized educational plans (IEP)
- Modified assignments and assessments to meet ELL student learning requirements
- Revised lesson plans based on feedback from cooperating teacher
- Integrated global awareness into lesson plans by introducing students to different cultures and cuisines
- Collaborated with colleagues regarding classroom management and discipline issues and solutions

RELATED EXPERIENCE

Intern for Independent Living Skills Program

October 2006 – April 2007

Genesis II for Families

Minneapolis, MN

- Provided housing, employment, and education resources to youth, ranging in age from 16 to 18 year olds, transitioning out of foster care
- Assisted with group meeting that educated the participants about healthy relationships, anger management, and adult responsibilities
- Created tracking system for services rendered to participants according to grant requirements

Intern for Family Focus Day Treatment Program

- Assisted with the parenting education classes and case management, which included maintaining case records and collecting treatment data
- Observed the teaching methods used and helped mothers with assignments

Volunteer for Adult Basic Education

May 2006 – January 2007

Metro North

Blaine, MN

- Assisted students with assigned work during class time
- Supported students working on reading assignments, practicing for citizenship, and with basic grammar

ADDITIONAL EXPERIENCE

Administrative Assistant

April 1999 – January 2006

Republic Drill Corporation dba Satco Supply

St. Paul, MN

- Trained sales staff on software programs such as Microsoft outlook, Microsoft word, Microsoft excel, and Microsoft access
- Communicated with vendors about the status of orders and daily receiving issues
- Maintained clear, concise, and organized data of inventory records, bids, and customer orders
- Assisted in creating yearly catalog and web page design